ATTENDANCE & PUNCTUALITY POLICY

Executive Administrator

TNG/POL/STD/02 - External / Internal

Introduction

TNG school regards regular attendance essential to ensure the best possible learning outcomes for all children. For our students to benefit from their education it is vital that they attend school regularly and on time and it is the parents'/guardians' responsibility to ensure the same.

By laying emphasis on attendance and punctuality, there is focus on enhancing class decorum, improving students' attention towards learning and demonstrating a well-disciplined approach which raises levels of achievement and maximizes opportunities.

We encourage students to understand that their presence is important and there is a clear link between good attendance and high academic standards.

Objective

The objective of the Attendance & Punctuality Policy is to establish a disciplined learning environment that focuses on the academic, personal and social growth of its learners. This policy sets out the principles and guidelines by which we seek to maintain attendance and punctuality.

Aims

The school aims to:

• Maintain an accurate record of students' attendance at all times.

• Improve the attendance and punctuality of students.

• Reduce the number of students who are persistently absent.

• Have clearly defined staff roles and responsibilities and promote consistency in carrying out designated tasks.

• Gather and analyze attendance data regularly.

• Implement an effective reward and sanction system that supports the attendance policy in line with MoEHE requirements.

Creating a disciplined learning environment

It is important to make sure that a disciplined learning environment has been established for quality learning. The following is expected from all students and parents:

• All students are expected to attend school regularly and are encouraged to avoid absences, lateness, and early leaves.

• If a child is ill, it is the parent's responsibility to call the school and report the absence.

• If it becomes necessary for parents to take holidays during the ongoing school term and they require their children to be absent from school for this reason, they should inform the school well in advance. Parents are requested to complete the "Leave Request Application" and submit it for approval by Headmistress at least 5 school days before the date of the proposed holiday. Absences for family holidays will be counted in the total number of days absent on the reports.

• If due to any reason (illness, injury etc.) a child is expected to be absent, the parent/guardian should inform the school the same morning via email or phone call . The school will arrange work to be sent home if requested by the parent.

Drop-off and Pick-up

• Students are allowed in the school building **6:40 am** onwards. Dropping students before 6:45 am is not permitted.

• The gates will be closed for the entry by **7:10** am.

• The school timings:

- Kindergarten: 7:00 am – 12:00 pm Sunday – Thursday
- Year I - Year XIII: 7:00 am - 1:45 pm Sunday - Wednesday
- Year I - Year XIII: 7:00 am - 12:00 pm Thursday

• Parents of students availing private transport are requested to make the necessary arrangements to pick and drop them accordingly.

• Parents/Guardians/Authorized Adults should not enter the school building or classrooms at arrival or dismissal.

• Kindergarten students who avail the school transport by bus will be supervised by teachers until 12:00 Noon from Sunday - Thursday; after which they will be escorted to the buses.

• Kindergarten students availing private transport can remain in class until 12:30 pm under a teacher's supervision. After that, those students who have not been collected will be taken to the admin lobby (depending on number of students) where they will wait until they are collected.

• Parents of students who are repeatedly picked up late will be notified by the admin office of the tardiness.

• If, for any reason, parents are late for pickup, they should inform the front desk through an email or a phone call so a message can be delivered to the student. If, for any reason, students need to be notified of changes in arrangements for collection by a parent, this should be done as early as possible.

• Students are not allowed to remain in school after school hours unless participating in a school-organized activity or under the direct supervision of a member of staff.

School Punctuality

Punctuality is important because:

• Being on time displays good manners.

• Being late interrupts the class.

• It may embarrass the child to be late.

• The child may miss something vital if late.

• It is essential that students participate in morning pastoral/wellbeing sessions which are held in every classroom from 7:00 am – 7:15 am.

• An official attendance register is maintained and if an incident takes place which requires the school to be evacuated then late comers will be at risk.

Persistent Lates to School

Students are expected to arrive to school each day on time. Students who are persistently arriving to school late will be flagged and further follow up will take place as below.

Action	Consequence
The student is persistently late to school	Lates are recorded on the student attendance tracker
Student receives 5 or more late passes in a one-month period	The parent is called for a meeting.
The student continues being late	The above continues as a cycle, and in addition: MOEHE is contacted Possible non-enrollment for the following school year.

Registration and Lateness

• Students who arrive after **7:10** will be marked as late and need to first visit the Admin office before entering class. The arrival time, along with the reason, will be recorded.

• Any children who arrive in class after **7:10 am** without visiting the Admin office will be sent back to the Admin office first.

• It is the responsibility of the class teacher to ensure the attendance is accurate at all times and the information is available at all times for the MoEHE, the parents, and the Senior Management Team upon request.

• Absences can be altered to exemptions or leave only when informed by the parent directly in writing. Information provided by children is insufficient to require a change. The administration staff may also provide this information to the teacher once communicated by the parent.

• Absences can be altered to medical leave only when a medical note from a doctor is provided.

• Illnesses reported by parents are characterized as authorized absences. The nurse, SMT, or administration staff may also provide this information to the teacher once communicated by the parent.

• Absences where the school has been closed do not count towards the child's absence from school, and it will not appear in any calculation of a child's absence.

• It is a legal requirement for students to attend school. If a child is absent or late for any reason, a written note or verbal reason must be provided to the classroom teacher and the Admin office.

• If parents need to withdraw students during the day, they must visit the Admin office first to request Early Release for their child from class.

• Notes will be sent home three times per term for unexplained absences.

Lateness and early leaves are counted towards students' attendance. Our policy states the following:

1. Absences: 1 absence is counted as 1 day of school

2. Lateness: 5 lates are counted as 1 day of absence from the school

Please be aware that the Directive from the Ministry of Education and Higher Education for the State of Qatar, affirms that a student who does not attain an attendance level of 80% may not be promoted to the next year group.

Advanced Authorized Absences

Each application for leave of absence during term time is considered individually by the Headmistress, taking into account the student's overall attendance and reasons for absence. The written application for leave of absence needs to be submitted to the administration 5 school days prior to the leave. Teachers will be informed of any advanced authorized absences by the Deputy Headmistresses.

Children Leaving School Early

• Any parents or guardians requesting to take their child from class should be directed to front admin office first to discuss the matter and sign the early leave form. The signed note is then sent to the teacher and the child is released.

• For the sake of clarity, children who are marked as present in the morning registration period cannot be marked as absent for the afternoon period but will be marked down as leaving school early.

• Please note that to release students to a driver or nanny, the school must have written notification from parents or a guardian.

• Parents are requested to avoid making dental or medical appointments within school hours.

Repeated Absence

• If a student is late more than 5 times (in a four-week period) a letter is sent home by the Deputy Headmistress asking the parents to ensure their child arrives on time.

• A letter will be sent by the Headmistress for absences of 6 times or more.

• Frequent or prolonged absence will be viewed as a serious matter as will regular lateness. Parents will be required to provide explanation for any such occurrences.

• Continued absence or lateness will impact negatively on learning outcomes and may, therefore, affect a student's progression to the next grade level.

• Frequent absence will be documented on end-of-year reports and, where appropriate, school transcripts.

QMS Details

Owner:	**Executive Administrator**	Type:	**Policy**	In-Ex:	**External / Internal**
Actors:					
Stakeholders:					
First Issue Date	**11-03-2021**	Last Issue Date	**01-09-2025**	Next Revision Date	**02-08-2026**
Linked Process					
Linked Policies					
Linked Standards	2.2.3 Policies and bylaws regulating schoolwork				
Linked Glosseries					
Remarks					